



# HP OfficeJet G Series

Your Basic Guide

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- Governmental paper or documents:
  - Passports
  - Immigration papers
  - Selective service papers
  - Identification badges, cards, or insignias
- Governmental stamps:
  - Postage stamps
  - Food stamps
- Checks or drafts drawn on Governmental agencies
- Paper currency, traveler's checks, or money orders
- Certificates of deposit
- Copyrighted works

## Safety Information



### WARNING

To prevent fire or shock hazard, do not expose this product to rain or any type of moisture.

Always follow basic safety precautions when using this product to reduce risk of injury from fire or electric shock.

### WARNING: Potential Shock Hazard

- 1 Read and understand all instructions in the Setup Poster.
- 2 Use only a grounded electrical outlet when connecting the unit to a power source. If you do not know whether the outlet is grounded, check with a qualified electrician.
- 3 Telephone lines can develop hazardous voltages. To avoid electrical shock, do not touch the contacts on the end of the cord, or any of the sockets on the HP OfficeJet. Replace damaged cords immediately.
- 4 Never install telephone wiring during a lightning storm.
- 5 Observe all warnings and instructions marked on the product.
- 6 Unplug this product from wall outlets and telephone jacks before cleaning.
- 7 Unplug this product from wall outlets before cleaning.
- 8 Do not install or use this product near water or when you are wet.
- 9 Install the product securely on a stable surface.
- 10 Install the product in a protected location where no one can step on or trip over the line cord, and where the line cord will not be damaged.
- 11 If the product does not operate normally, see the online Troubleshooting Help.
- 12 No operator-serviceable parts inside. Refer servicing to qualified service personnel.
- 13 Use in a well-ventilated area.

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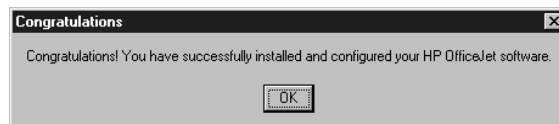
## Additional setup information

This section provides assistance in resolving installation and configuration issues, setting fax header information using the front panel, and adding and removing software. The standard installation instructions are provided in your Setup Poster. Retain the poster in case you need to refer to it at a later time.

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

### Microsoft's plug-and-play messages do not appear

If you installed the HP OfficeJet software first as requested on the Setup Poster and you are a Windows 95/98/2000 user, a series of Microsoft New Hardware Found messages should have appeared on your screen during software installation. This series of messages would have ended with the following Congratulations message; if you are a Windows NT 4.0 user, only this last message should have appeared.



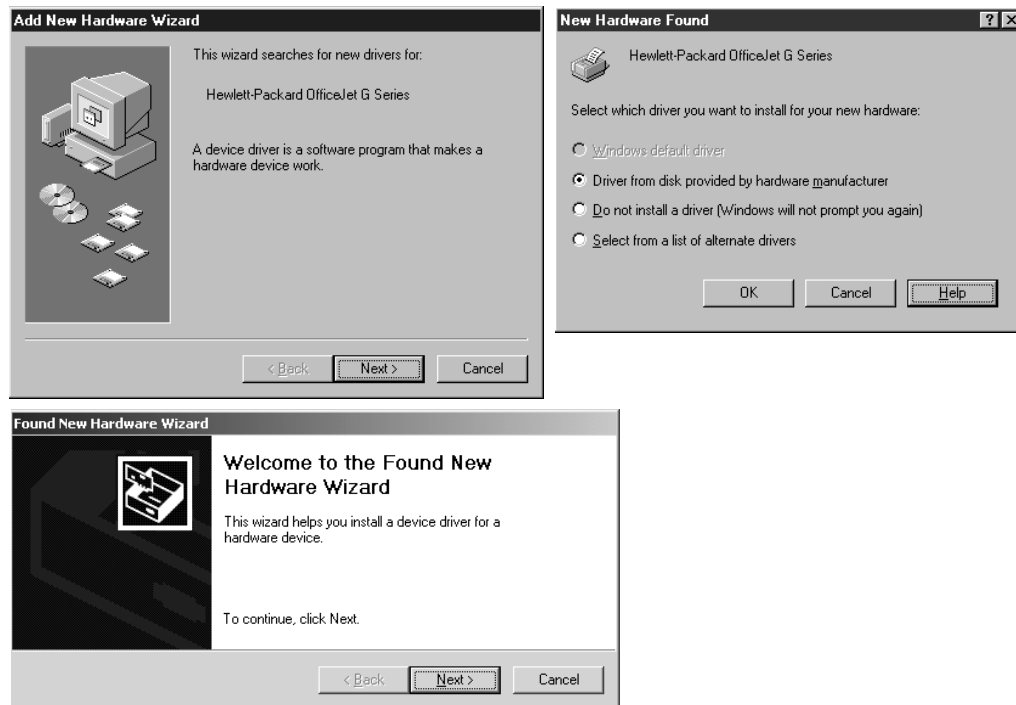
If the Congratulations message did not appear, try the following:

- Make sure that only one cable, parallel or USB, is in use.
- If you are using a parallel cable, verify that it is the IEEE 1284 A-C cable that came with your unit.
- If you are using a USB cable with Windows 98 or 2000, verify that the cable is high-speed (12 Mbps) and does not exceed five meters in length, and verify that the PC is USB-ready. For more information about determining whether your PC is USB-ready, see your PC's documentation or check with the PC's manufacturer.
- Verify that the cable is securely connected to your HP OfficeJet and directly connected to the applicable port of your PC. After the cable is connected properly, turn your HP OfficeJet off and then on again.
- Turn your HP OfficeJet off and then on again, and then restart your PC.
- If the previous steps do not solve the problem, remove and reinstall the software. For more information, see "Remove and reinstall your HP OfficeJet software."

## HP OfficeJet G Series

### New Hardware message appears (Windows 95, 98, or 2000)

If you set up your HP OfficeJet and connect it directly to your PC *before* you install the software, you may encounter one of the following:



If the message is still visible on your screen, do the following:

- 1 Press **Esc** to exit the message without making any changes.
- 2 Turn off your HP OfficeJet.
- 3 Follow the software installation steps outlined in the Setup Poster that came with your HP OfficeJet.

If the message appeared *and* you clicked Next or OK, do the following:

- 1 Insert the HP OfficeJet CD-ROM into your PC's CD-ROM drive.
- 2 Point to **d:\drivers** (substitute your CD-ROM drive letter for the "d"), and then choose the appropriate folder (Win95, Win98, WinNT4, or Win2000) based on your PC's operating system.

- 3 If you selected *Win95 or Win98*, double-click that folder (Win95 or Win98), and then choose the appropriate language folder (for example, d:\drivers\Win98\enu for English).

| Folder Name | Language             |
|-------------|----------------------|
| deu         | German               |
| enu         | English              |
| esn         | Spanish              |
| fra         | French               |
| ita         | Italian              |
| nld         | Dutch                |
| ptb         | Portuguese Brazilian |
| kor         | Korean               |
| cht         | traditional Chinese  |

- 4 Click **OK** or **Next**, whichever is appropriate for your operating system.  
Windows will search for and install the appropriate files.

## Your PC is unable to communicate with your HP OfficeJet

If communication cannot be established between your PC and HP OfficeJet (for example, the HP OfficeJet status-tray icon has the yellow error triangle), try the same tasks outlined under "Microsoft's plug-and-play messages do not appear."

## Windows Add Printer feature

Do *not* use the Windows Add Printer feature. Instead, choose one of the following:

- To connect model G95 directly (that is, not through a network) to your PC, follow the steps outlined in "Connect your HP OfficeJet G95 directly to your PC (not through the HP JetDirect Print Server)."
- To connect all other models directly to your PC, follow the steps outlined in the Setup Poster that came with your unit.
- To set up any model for network printing only, set up a peer-to-peer network. For more information, see "Set up for network printing using Windows sharing" in the Onscreen Guide.

*HP OfficeJet G Series***Connect your HP OfficeJet G95 directly to your PC  
(not through the HP JetDirect Print Server)**

If you purchased model G95 and you decide that you want to connect it directly to your PC (that is, not through a network), do the following:

- 1 Following the instructions in step 13 of your Setup Poster, install the software.
- 2 After you reach the **Setup Type** dialog box, choose **Local**.
- 3 After the software installation process is finished, shut down your PC.
- 4 Complete steps 3 through 11 of your Setup Poster.
- 5 Restart your PC.

A series of Microsoft New Hardware Found messages should appear, ending with the Congratulations message. For more information, see "Microsoft's plug-and-play messages do not appear."

If you decide later that you want to install the HP JetDirect Print Server, complete step 2 in the Setup Poster, and then run the Network Installation Wizard. To start the wizard from the Windows taskbar, click the Start button, point to Programs, choose HP OfficeJet G Series, and then choose Network Installation Wizard.

**Install your HP JetDirect Print Server later  
(models G55, G55xi, G85, and G85xi)**

For the latest information regarding networking, visit the HP Web site at:

[www.hp.com/go/all-in-one](http://www.hp.com/go/all-in-one)

If you purchased the HP JetDirect Print Server 170x separately, you must have part number J3258B to achieve full network capability. If you use part number J3258A, only network printing will be available.

**To install the print server**

- 1 Using the instructions provided with the HP JetDirect Print Server, set up the hardware, but do *not* use the CD-ROM included in the print-server package.
- 2 Insert the HP OfficeJet G Series CD-ROM into your PC's CD-ROM drive to install the software.
- 3 After you reach the **Setup Type** dialog box, choose **Networked**.



## Set up for network printing using Windows sharing

For the latest information regarding networking, visit the HP Web site at:

[www.hp.com/go/all-in-one](http://www.hp.com/go/all-in-one)

If your PC is on a network, and another PC on the network has an HP OfficeJet connected to it, you can use that unit as your printer.

You can only access *print* features in this configuration; other network features are only supported if you use an HP JetDirect Print Server. For more information, see “Install your HP JetDirect Print Server later (models G55, G55xi, G85, and G85xi).”

For more information, see “Set up for network printing using Windows sharing” in the Onscreen Guide.

## Use your HP OfficeJet with Windows 2000

For the latest information regarding networking, visit the HP Web site at:

[www.hp.com/go/all-in-one](http://www.hp.com/go/all-in-one)

For model G95, if the Networked option is unavailable on the Setup Type dialog box that appears during software installation, click Help for more information.

For all other models, install the software as outlined in the Setup Poster, and insert the Windows 2000 CD that came with your Windows operating system if a message appears that asks you to do so.

## Set basic fax settings using the front panel

We recommend that you use the Fax Setup Wizard in the HP OfficeJet software to configure all your basic fax settings; however, you can also access these settings from the front panel. In the U.S., regulations require that your name and number appear on every fax. The minimum settings that we recommend are described in the following topics.

### Set the date and time

Follow these steps to set the date and time manually.

- 1 On the front panel, press **Menu**.
- 2 Press **5**, and then press **1**.
- 3 After **Enter date** appears, enter the date and time using the keypad.

Use only the last two digits for the year.

After you are done, the date and time appear on the display.

*HP OfficeJet G Series***Set the fax header**


Follow these steps to enter your name and fax number.

- 1 On the front panel, press **Menu**.
- 2 Press **5**, and then press **2**.
- 3 Enter your name using the guidelines provided in the next section, "Enter text."
- 4 Using the keypad, enter your fax number.
- 5 After you finish entering your fax number, press **ENTER**.

**Enter text**

The following list provides tips for entering text using the front-panel keypad.

- Press the keypad numbers that correspond to the letters of a name.
 



ABC — These letters correspond to  
2 — this number, and so on.
- Press a button multiple times to see a letter first in uppercase and then in lowercase.

|     |                          |   |   |   |   |   |   |   |
|-----|--------------------------|---|---|---|---|---|---|---|
| JKL | To get this character:   | J | j | K | k | L | l | 5 |
| 5   | Press 5 this many times: | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

- After the correct letter appears, press **► (>)**, and then press the number that corresponds to the next letter in the name. Again, press multiple times until the correct letter appears.
- To insert a space, press **Space (#)**.
- To enter a symbol, such as a hyphen or parenthesis, press **Symbols (\*)** to scroll through a list of symbols.
- If you make a mistake, press **◄ (<)** to clear it, and then make the correct entry.
- After you are done entering text, press **ENTER** to store your entries.

**Set the answer mode**

To set the answer mode, choose one of the following:

- If you want your HP OfficeJet to answer every fax call automatically, verify that **Auto Answer** is enabled. (The light next to Auto Answer on the front panel is on when the feature is enabled. Press the Auto Answer button to turn it on or off.)
- If you do want to answer fax calls manually, turn **Auto Answer** off.

## Set the Rings to Answer setting

This setting tells your HP OfficeJet how many rings should occur before it answers an incoming call. Follow these steps to change the Rings to Answer setting manually.

To use this feature, Auto Answer must be enabled. The light next to Auto Answer is on when the feature is enabled. Press the Auto Answer button to turn it on or off.

- 1 Press **Menu**.
- 2 Press **5**, and then press **3**.
- 3 After **Answer on Ring** appears, press **► (>)** to scroll to the desired number of rings.
- 4 After the number you want appears, press **ENTER**.

## Remove and reinstall your HP OfficeJet software

When you remove a program, you need to remove all files associated with that program, not just the files you see in a particular program folder.

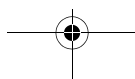
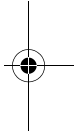
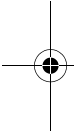
Do *not* simply delete the program files from your hard drive. Be sure to remove it properly, using the utility provided in the HP OfficeJet G Series program group.

- 1 On the Windows taskbar, click **Start**, point to **Programs**, choose **HP OfficeJet G Series**, and then choose **Uninstall Software**.
- 2 Follow the directions on the screen.
- 3 If you are asked whether you would like to remove shared files, click **No**.  
Other programs that use these files may not work properly if the files are deleted.
- 4 After the program finishes removing the software, disconnect your HP OfficeJet, and restart your PC.
- 5 To reinstall the software, insert the HP OfficeJet G Series CD-ROM into your PC's CD-ROM drive, and follow the instructions that appear.

For more information, see the Setup Poster that came with your HP OfficeJet.



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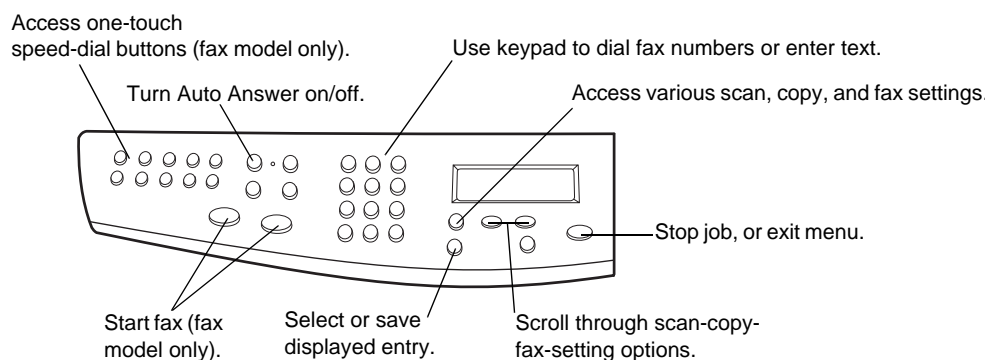


## Review your unit's front panel

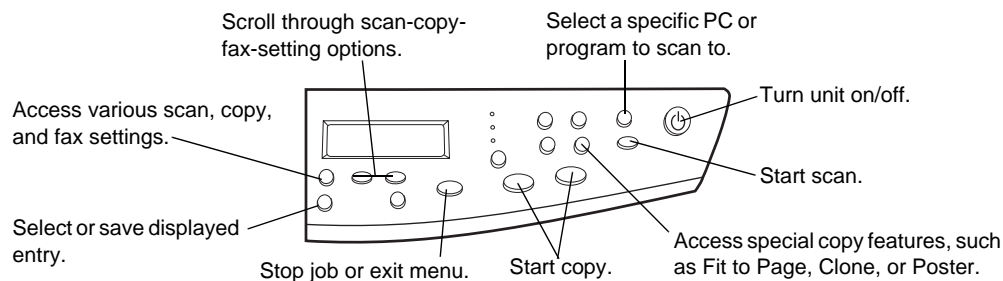
You can perform many functions using either the front panel or the HP OfficeJet G Series software. The method you choose may depend on the function you need to perform, or it may depend on which is the most convenient.

Even if you do not connect your HP OfficeJet to a PC (also called stand-alone use), you can use the front panel to process fax and copy jobs. You can change a wide variety of settings using the front-panel buttons and menu system. Depending on your model, your front panel may look slightly different from the following:

### Left side of front panel

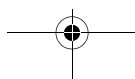
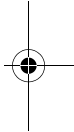
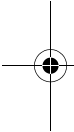


### Right side of front panel





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## 3

## Use your HP OfficeJet with a PC

If you connect your HP OfficeJet to a PC, you can work from the front panel or from the HP OfficeJet G Series software on your Windows desktop. The software offers more features and ease of use.

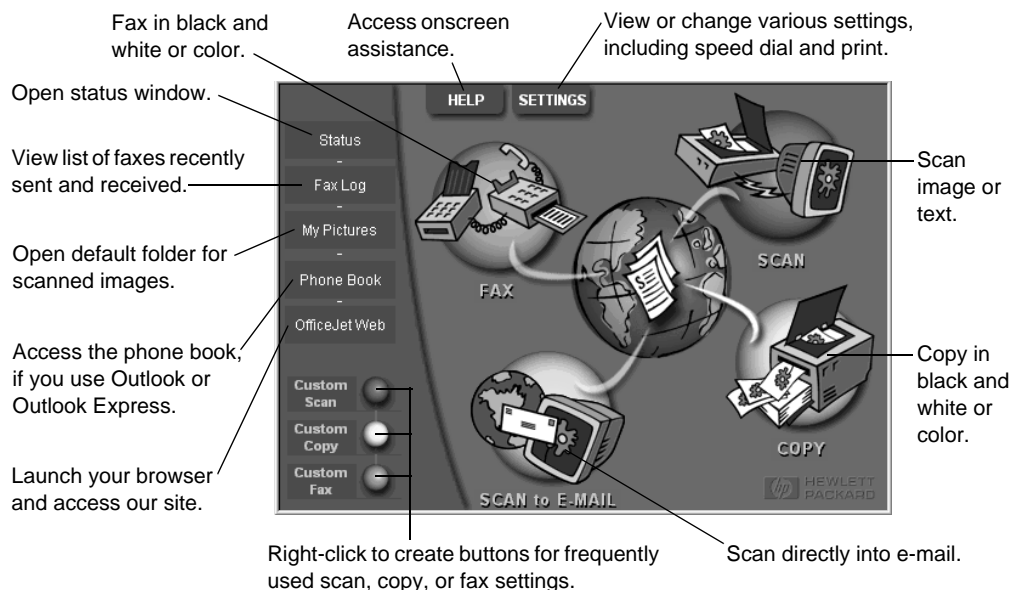
For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

### Review the Director

With the fax model, the Director automatically appears on your PC if you load originals into the automatic document feeder (ADF). With all models, the Director is always available through the desktop shortcut or Windows Start menu. To start the Director:

- Double-click the shortcut on the Windows desktop, or
- In the Windows taskbar, click **Start**, point to **Programs**, choose **HP OfficeJet G Series**, and then choose **HP Director**.

The following shows some of the features available through the Director.



## HP OfficeJet G Series

### Review the status window

The status window is similar to the display included on the front panel of your HP OfficeJet. It describes the current state of your HP OfficeJet, and it is always available via the status icon in the Windows system tray (lower-right corner of the Windows taskbar). One of the default settings for your HP OfficeJet instructs the PC to display the status window automatically if there is an issue that needs to be addressed, such as your HP OfficeJet being out of paper.

Depending on the current state of your HP OfficeJet, a different icon appears in the Windows system tray. Right-clicking an icon displays a shortcut menu that lets you display the status window or close the HP OfficeJet software.

### Change the HP OfficeJet software settings

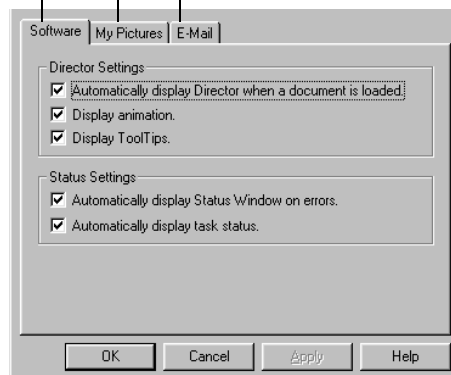
The software settings determine when and how the Director and status window appear. You can also change other settings.

- 1 In the Director, click **Settings**, and then choose **Director Settings**.  
The Director Settings dialog box appears, with the Software tab visible.
- 2 In each of the three tabs, make the desired changes.

Use this tab to change the behavior of the Director and the status window.

The HP Image Editor is the default editor. Use this tab to change the default selection.

Use this tab to change the e-mail program associated with Scan to E-mail.



- 3 Click **OK** to store your changes.



## Change the PC's friendly name when using a networked HP OfficeJet

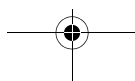
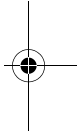
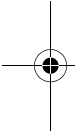
The HP OfficeJet G Series software lets you select a name to use for your computer. This is particularly useful if you intend to initiate a scan from a networked HP OfficeJet's front panel, which requires that you select which PC to send the scan to.

- 1 In the Director, click **Settings**, and then choose **Director Settings**.  
The Director Settings dialog box appears, with the Software tab visible.
- 2 In the **PC's Friendly Name** box, enter the name that you want to use for your PC, and then click **OK**.

The name can be up to 32 characters long, including spaces.



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## Get help

This section explains where you can find information about your unit.

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

### Where can I find help?

For hardware and setup information:

- See the *HP OfficeJet G Series Setup Poster*. The Setup Poster is available in printed format in the box your unit came in.
- See “Additional setup information” in the *HP OfficeJet G Series: Your Basic Guide* and the *HP OfficeJet G Series: Onscreen Guide*. The Basic Guide is available in printed format in the box your unit came in.

For software information:

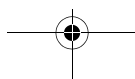
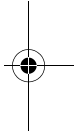
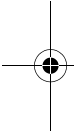
- If available, click the Help button that appears on a specific dialog box. Most of the windows (also known as dialog boxes) available in the HP OfficeJet software have Help topics that provide assistance for the visible window.
- See the *HP OfficeJet G Series: Onscreen Guide*.
- See the Troubleshooting Help. To access Troubleshooting Help, go to the Director, click Help, and then choose Troubleshooting Help. Troubleshooting Help is also available via the Help button that appears on some error messages.

For feature information:

- Run the *HP OfficeJet G Series Product Tour*. To access the tour, go to the Director, click Help, and then choose Product Tour. After the Product Tour dialog box appears, insert the HP OfficeJet G Series CD into your PC's CD-ROM drive, and click Search.
- See the *HP OfficeJet G Series: Onscreen Guide*.



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## Load paper or transparency film, or load originals

Your unit is designed to print and copy onto a variety of transparency films and paper types, weights, and sizes. It is important, however, that you choose the right paper and make sure that it is not damaged.

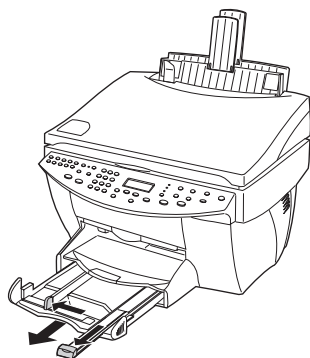
Your unit lets you place originals directly on the glass. With the fax model, you can also load them in the automatic document feeder (ADF).

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

### Load the input tray with letter-, legal-, or A4-size paper

For best results, adjust the paper settings each time you change paper types. For more information, see “Set the paper type.”

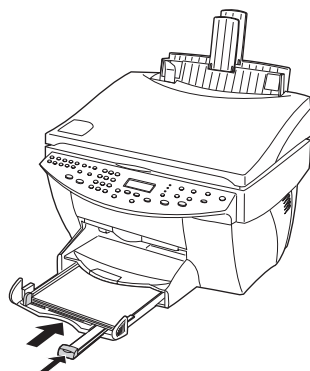
- 1 Pull out the bottom (input) tray, and slide the paper-width and -length adjusters to their outermost positions.



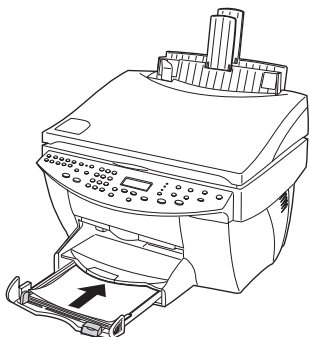
- 2 Tap the stack on a flat surface to even the edges of the paper, and then check the paper for the following:
  - Make sure it is free of rips, dust, wrinkles, and curled or bent edges.
  - Make sure all the paper in the stack is the same size and type, unless you are working with photo paper.
- 3 Insert paper into the input tray, print-side down and letterhead or top of page first, until it stops.

*HP OfficeJet G Series*

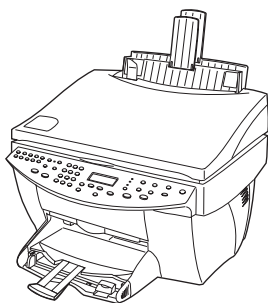
- 4 Slide the paper-width and -length adjusters in until they stop at the edges of the paper, and be sure that the paper stack lies flat in the input tray and fits under the tab of the paper-length adjuster.



- 5 Push the input tray back in until it stops.



- 6 To prevent paper from possibly falling off the tray, pull out the output-tray extender.



## Review tips for loading specific types of paper

The following sections provide guidelines for loading certain types of paper and film. For best results, adjust the paper settings each time you change paper types. For more information, see “Set the paper type.”

### *HP papers*

- HP Premium Inkjet Paper: Locate the gray arrow on the nonprinting side of the paper, and insert paper with the arrow side facing up.
- HP Premium Photo Paper: Load the glossy (print) side down. Always load at least five sheets in the input tray. You can place the photo-paper sheets on top of plain paper in the input tray.
- HP Premium Plus Photo Paper: Always load at least five sheets in the input tray. You can place the photo-paper sheets on top of plain paper in the input tray.
- HP Premium or Premium Rapid-Dry Inkjet Transparency Film: Insert the film so that the white transparency strip, with arrows and the HP logo, is on top and is going into the tray first.
- HP Iron-On T-Shirt Transfers: Flatten the transfer sheet completely before using it; do not load curled sheets. (To prevent curling, keep transfer sheets sealed in the original package until just before using.) Manually feed one sheet at a time, with the unprinted side facing down (the blue stripe faces up).
- HP Greeting Card, Glossy Greeting Card, or Textured Greeting Card Paper: Insert a small stack of HP Greeting Card Paper with the print-side down into the input tray until it stops.
- HP Restickable Inkjet Stickers: Place the sheets in the input tray, print-side (sticker-side) down.

### *Legal-size paper*

Even though the paper-length adjuster is fully extended, make sure that the input tray itself is pushed all the way in.

### *Labels (only works with printing)*

- Always use letter- or A4-size label sheets designed for use with HP inkjet products (like Avery Inkjet Labels), and make sure that the labels are not over two years old.
- Fan the stack of labels to make sure none of the pages is sticking together.
- Place a stack of label sheets on top of standard paper in the input tray, print-side down. Do *not* insert labels one sheet at a time.

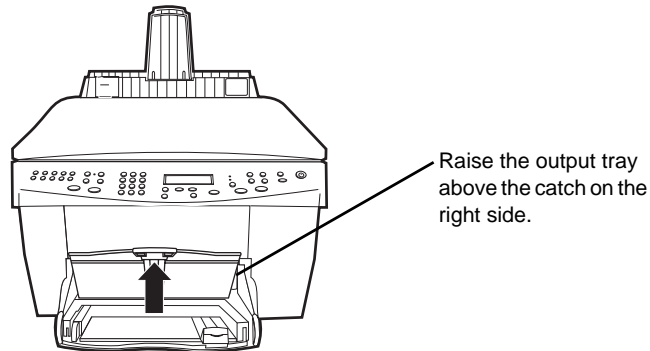
### *Postcards (only works with printing)*

Insert a stack of postcards with the print-side down into the input tray until it stops. Line the postcards up on the right side of the input tray, slide the width adjuster up against the left side of the cards, and slide the length adjuster in until it stops.

*HP OfficeJet G Series****Continuous (banner) paper (only works with printing)***

Continuous, banner paper is also known as computer or z-fold paper.

- Before loading banner paper, remove all other paper from the input tray, and then raise the output tray above the catch on the right side.

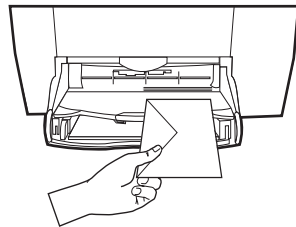


- If you use non-HP paper, use 20-lb. paper and fan the paper before loading it.
- Verify that the stack of banner paper contains at least five pages in the stack.
- Carefully tear off the perforated edge strips from both sides of the paper stack, if any, and unfold and refold the paper to make sure the pages do not stick together.
- Put the paper in the input tray so that the unattached edge is at the top of the stack. Insert the first edge into the input tray until it stops.

**Load the input tray with envelopes (only works with printing)**

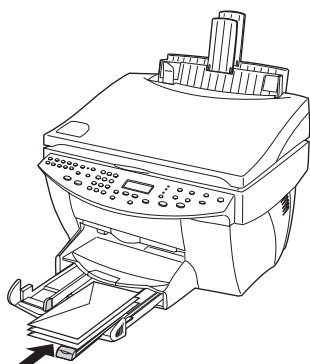
Your HP OfficeJet provides two methods for working with envelopes. Do *not* use shiny or embossed envelopes or envelopes that have clasps or windows.

- If you are printing one envelope, use the envelope slot. Slide the envelope into the envelope slot located on the right side toward the back of the output tray, with the envelope flap up and on the left, until it stops.

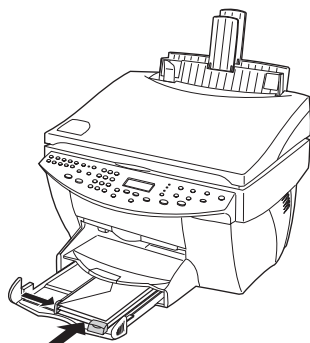




- If you are printing multiple envelopes, remove all paper from the input tray, and then slide a stack of envelopes into the tray, with the envelope flaps up and to the left (print-side down), until they stop.



Adjust the left paper guide against the envelopes (be careful not to bend the envelopes). Make sure the envelopes fit within the tray (do not overload it).



*HP OfficeJet G Series*

## Set the paper type

After you have loaded paper or film in the unit, tell it what type of paper is loaded. Change this setting whenever you change the type of paper or film.

The paper types you specify for copying are independent of the paper types you specify for printing.

For more information, see “Recommended paper-type settings for copying” or “Recommended paper-type settings for printing” in the Onscreen Guide.

### To do this for future copy jobs

Choose one of the following:

- On the front panel, press **Paper Type**. Press ► (>) until the appropriate type appears. Press **ENTER** to choose the displayed paper size.
- In the Director, click **Settings**, and choose **Copy Settings**. The Settings tab appears. In the **Paper Type** area, choose the appropriate type, and then click **Save Configuration**.

### To do this for a print job

Choose one of the following:

- To do this for future print jobs, go to the Director, click **Settings**, and then choose **Print Settings**. The Setup tab appears. From the **Paper Type** list, choose the appropriate type, and click **OK**.
- To do this for the current print job, open the document that you want to print. From the File menu, choose **Print**, **Print Setup**, or **Page Setup**. Make sure that the selected printer is **HP OfficeJet G Series**, and then click **Properties**, **Options**, **Printer Setup**, or **Printer**. The Setup tab appears. From the **Paper Type** list, choose the appropriate type, and then click **OK**.

## Load originals on the glass

You can process any original by placing it on the glass.

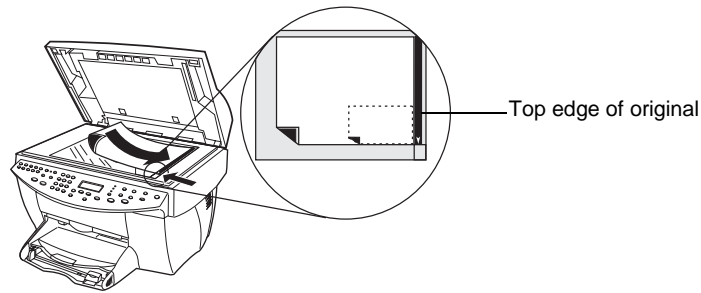
- 1 Lift the lid, and make sure that the glass is clean.

For more information, see “Clean the glass” in the Onscreen Guide.

- 2 Place the original face down on the glass with the top edge along the green border, and align the upper-right corner of your original with the top of the white arrow and the end of the green border.

If you are copying a photo, place the *short* edge of the photo along the green border.

If you are copying from a transparency (that is, your original is printed on transparency film), place a blank piece of paper on top of the transparency.



- 3 Close the lid.

## Load originals in the automatic document feeder (ADF)

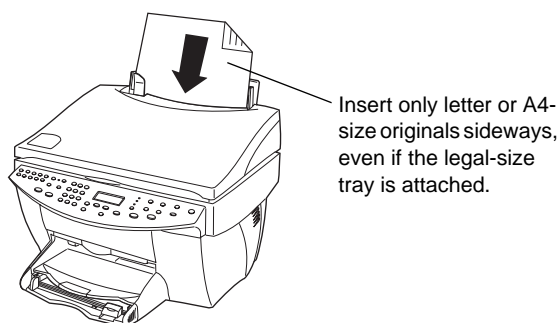
When using the ADF (fax model only), be aware of the following:

- To prevent paper jams, use 16-24 lb. (60-90 gsm) plain paper or HP Premium Inkjet paper only. Also, use only letter-, A4-, or legal-size originals.
- To avoid a paper jam, do not load colored originals printed on a color laser printer, photos or photo papers, transparency film, labels, envelopes, or slick-surfaced papers, such as glossy papers.
- Using the ADF, you can copy and fax *legal-size* documents, however you cannot scan them.
- You can load a maximum of 30 originals at a time when using letter- or A4-size papers.

*HP OfficeJet G Series***Process letter- or A4-size originals exclusively**

If you are processing *only* letter or A4-size originals, follow these steps.

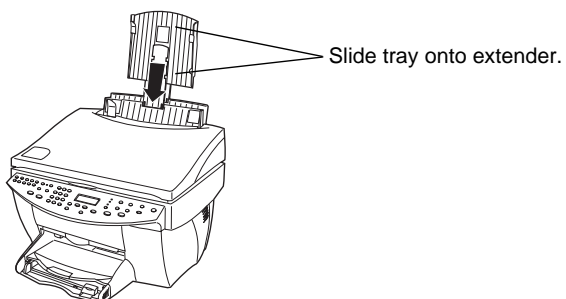
- 1 Lift the lid, and make sure that the glass is clean.  
For more information, see “Clean the glass” in the Onscreen Guide.
- 2 Close the lid.
- 3 Place your originals in the ADF with the printed side facing toward the back and with the top to the right (sideways).
- 4 Align the paper with the right side of the ADF.
- 5 Adjust the page guide to the length of the originals.

**Process legal- or mixed-size originals**

If you intend to copy or fax legal-size originals, follow these instructions for installing and using the legal-size tray. Legal-size paper is traditionally used only in the U.S.

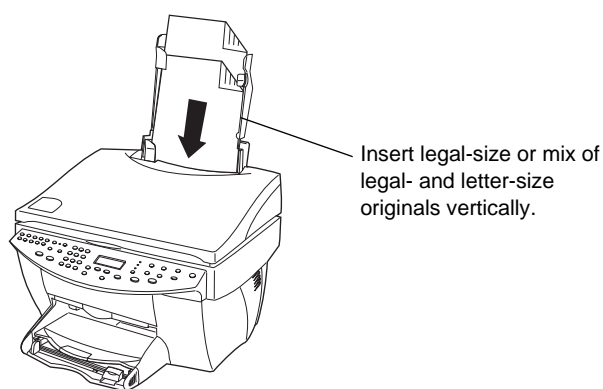
**To install the tray**

- ▶ Slide the legal-size tray onto the *front* paper-tray extender located on the ADF lid.



**To use the ADF**

- 1** Lift the lid, and make sure that the glass is clean.  
For more information, see “Clean the glass” in the Onscreen Guide.
- 2** Close the lid.
- 3** Place *all* originals in the legal-size tray with the printed side facing toward the back and with the top of the document pointing down.
- 4** Align the paper with the left side of the legal-size tray.



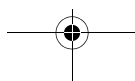
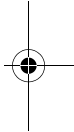
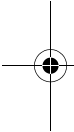
When working with originals that were originally loaded in the ADF in vertical orientation, you may notice during processing that part of the original temporarily sticks out from under the lid and a short delay occurs. This is normal behavior.

**Avoid paper jams**

To avoid paper jams, remove papers from the output tray frequently. Output tray capacity is affected by the type of paper and the amount of ink you are using. For more information about output-tray capacity, see “Technical information.” For help with clearing a paper jam, see the Troubleshooting Help available through the Director.

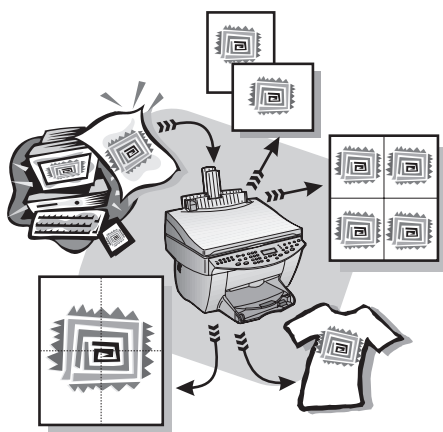


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## 6

## Use the print features



Most print settings are automatically handled by the program you are printing from or by HP's ColorSmart technology. You only need to change the settings manually when you change print quality, print on specific types of paper or film, or use special features, such as two-sided printing.

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

### Start a print job

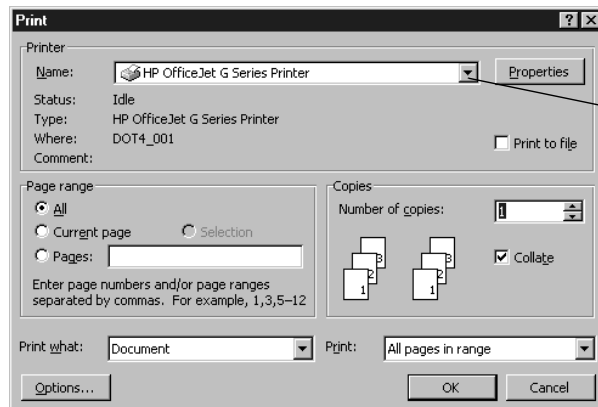
Follow these steps to start a print job from the software program that you used to create your document.

- 1 Load the input tray with the appropriate paper.  
For more information, see "Load paper or transparency film, or load originals."
- 2 From your program's **File** menu, select **Print**.  
A Print dialog box appears on your screen.

### HP OfficeJet G Series

- 3** Make sure that the selected printer is **HP OfficeJet G Series Printer** (or the “friendly name” that you have assigned to the unit).

For more information, see “Select a printer” in the Onscreen Guide.



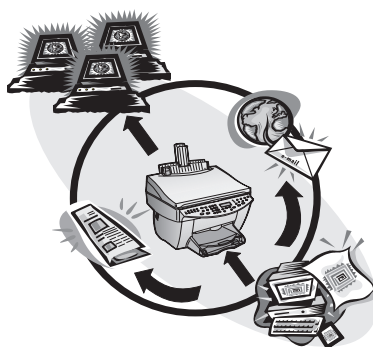
Select **HP OfficeJet G Series Printer**.

If you need to change settings, click the button that accesses the HP OfficeJet G Series Printer Properties dialog box (depending on your program, this button may be called Properties, Options, Printer Setup, or Printer), click the Setup tab, and then select the appropriate options for your print job. Click OK to close the dialog box.

- 4** Click **OK** to close the dialog box, and then click **Print** to begin your print job.



## Use the scan features



To use the scan features, your HP OfficeJet and PC must be connected.

Scanning is the process of converting text and pictures into an electronic format for your PC, and then using the converted items for professional and personal projects.

- Professional uses: Scan text from an article you read, and bring it into your word processor so you can quote it in your report. Include pictures of your product in your brochure. Put your logo onto business cards that you print yourself.
- Personal uses: Scan pictures of your kids, and use the images in greeting cards (or e-mail the images to their grandparents). Put a photographic inventory of your house or office on a disk, and store it in a safe place.

You can scan just about anything, such as:

- Photos - to send out or place in documents.
- Magazine articles - to store on your PC.
- Text documents - to avoid retyping.
- 3D objects (be careful not to scratch the glass) - to put into catalogs and flyers.

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

## HP OfficeJet G Series

### Begin a scan

You can initiate a scan from your PC or from your HP OfficeJet. The steps are different depending on whether your PC and HP OfficeJet are directly connected or set up through a network and depending on whether you load the original in the ADF or place it on the glass.

#### Use an HP OfficeJet that is connected directly to your PC

You can initiate a scan from your PC or from your HP OfficeJet.

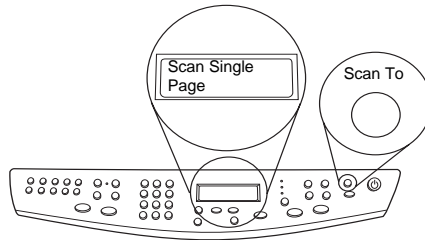
##### To do this from your HP OfficeJet

- 1 Load your original.

For more information, see “Load originals on the glass” or “Load originals in the automatic document feeder (ADF).”

- 2 Choose one of the following:

- If you want to preview the scan, press **Scan To** repeatedly until **Scan Single Page** appears on the front-panel display, and then press **START SCAN**. Your HP OfficeJet scans the document, and then the scanned image appears in the HP Image Editor.



- If you want to send the scan to a specific program, press **Scan To** repeatedly until the applicable program appears on the front-panel display, and then press **START SCAN**. Your HP OfficeJet scans the document, launches the selected program, and displays the scanned image in that program.

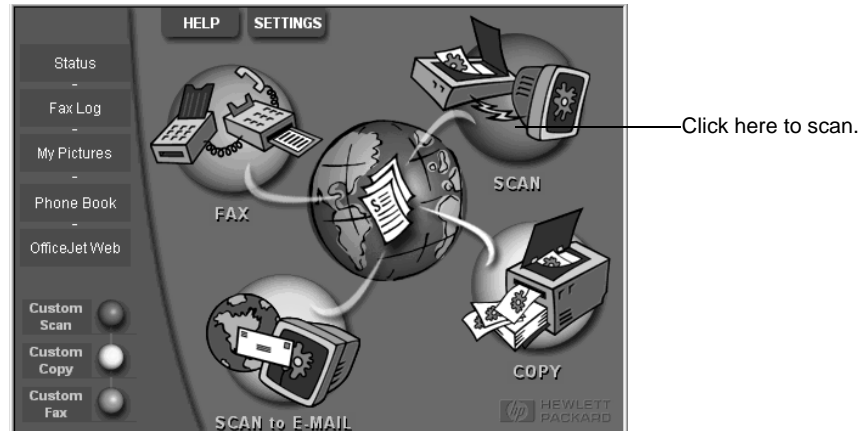
For information on configuring the list of programs available through the Scan To list, see “Edit the front panel’s Scan To list” in the Onscreen Guide.

##### To do this from your PC

- 1 Load your original.

For more information, see “Load originals on the glass” or “Load originals in the automatic document feeder (ADF).”

**2** In the Director, click **Scan**.



**3** If you loaded your original in the ADF, choose one of the following when the **Scan from Automated Document Feeder** dialog box appears:

- To scan your original and send it directly to a specific destination, go to the **Send To** list, and select the appropriate destination. In the **Image Type** area, select the image type, and then click **OK**.
- To scan your original and preview each page, select the **Preview each page** check box, and then click **OK**.

If you used the ADF and chose to scan all pages, your HP OfficeJet scans the original and sends the output to the selected destination.

If you used the ADF and chose to scan a single page, your HP OfficeJet scans the document, and then the scanned image appears in the Scan window. In the Scan window, click Scan Next Page if you want to continue scanning additional pages one at a time. You can also click Scanning tips for more information on processing your scan.

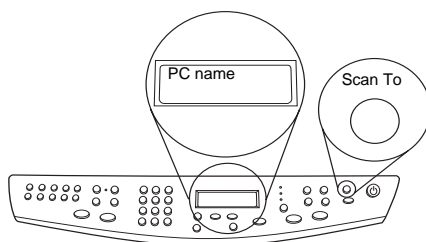
If you used the glass, your HP OfficeJet scans the document, and then the scanned image appears in the Scan window for you to edit, save, or send to a program. In the Scan window, click Scanning tips for more information on processing your scan.

## Use an HP OfficeJet that is networked

You can initiate a scan from your HP OfficeJet or PC.

### To do this from your HP OfficeJet

- 1 Load your original.  
For more information, see “Load originals on the glass” or “Load originals in the automatic document feeder (ADF).”
- 2 Press **Scan To** repeatedly until your PC's name appears on the front-panel display, and then press **START SCAN**.

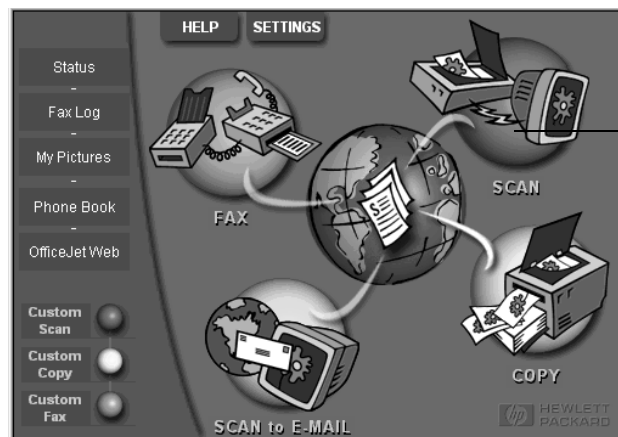


Your HP OfficeJet scans the document, and then displays it in the HP Image Editor on the selected PC.

For more information on using a specific name for your PC, see “Change the PC's friendly name when using a networked HP OfficeJet.”

### To do this from your PC

- 1 In the Director, click **Scan**.



Click here to scan.

- 2 After the **Network Scan Setup** dialog box appears, choose one of the following:
  - To scan your original and send it directly to a specific destination, go to the **Send To** list, and select the appropriate destination. In the **Image Type** area, select the image type, and then click **OK**.
  - To scan your original and preview each page, select the **Preview each page** check box, and then click **OK**.

The Scan Reservation dialog box appears, and the HP OfficeJet is temporarily reserved for your scan.

- 3 Go to the HP OfficeJet, and load your original.

For more information, see “Load originals on the glass” or “Load originals in the automatic document feeder (ADF).”

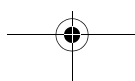
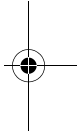
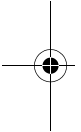
- 4 Choose one of the following:
  - To continue from the HP OfficeJet, press **START SCAN**. If you did not select **Preview each page**, the HP OfficeJet scans the original and sends the output to the selected destination.
  - To continue from your PC, go to the **Scan Reservation** dialog box, and click **Scan Now**.

If you used the glass, or if you used the ADF and selected **Preview each page**, the HP OfficeJet scans the first (or only) original and then displays it in the Scan window for you to edit, save, or send to a program.

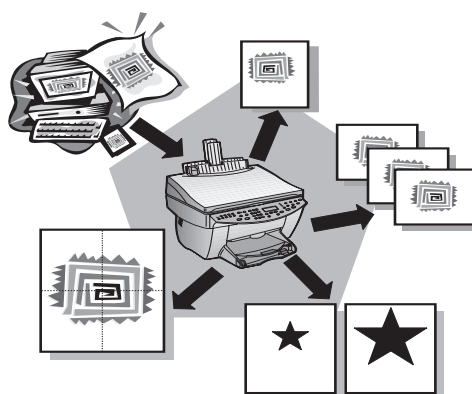
- 5 If you used the ADF and have additional pages to scan, click **Scan Next Page** when you are ready to continue.



*HP OfficeJet G Series*



## Use the copy features



Using your HP OfficeJet, you can:

- Produce high-quality color and black-and-white copies using a variety of paper types and sizes, including iron-on transfers.
- Enlarge or reduce the size of the copies you make from 25% to 400% of the copy's original size. (Percentages may vary between models.)
- Make the copy lighter or darker, adjust the color intensity, and specify the quality of the copies you make.
- Use special digital copying features to enlarge a vacation photo (or anything else) for display on a wall, make wallet-size photos to give to family members, make high-quality copies of photos using special photo paper, or copy a report onto transparency film for use in a presentation to a client.

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

## HP OfficeJet G Series

### Make copies

You can make copies using the front panel of your unit or using your PC. All copy features are available using either method. You may want to use your PC for easier access to special copy features.

All copy settings selected on the front panel are reset *two minutes* after the unit completes the copy job unless you save the settings as the default settings. Settings that you set in the software's Copy dialog box are reset *immediately* after you process the job. (Settings changed in the software's Copy Settings dialog box remain in effect until you change them again. For more information, see "Change settings for all future copy jobs" in the Onscreen Guide.)

#### Initiate the process from your HP OfficeJet

Follow these steps to start a copy job from your unit.

- 1 Load the input tray with the appropriate paper.  
For more information, see "Load paper or transparency film, or load originals."
- 2 If you are using anything other than plain paper, press **Paper Type**, press ► until the appropriate type appears, and then press **ENTER** to select it.  
For more information, see "Recommended paper-type settings for copying" in the Onscreen Guide.
- 3 Load your original.  
For more information, see "Load originals on the glass" or "Load originals in the automatic document feeder (ADF)."
- 4 If you want to make more than one copy (the default), press **Number of Copies**, and then use the keypad to enter the number of copies.  
For more information, see "Set the number of copies" in the Onscreen Guide.
- 5 Change any other applicable settings, such as reduction, enlargement, or special features.
- 6 Press **Start Copy**, **Black** or **Color**.

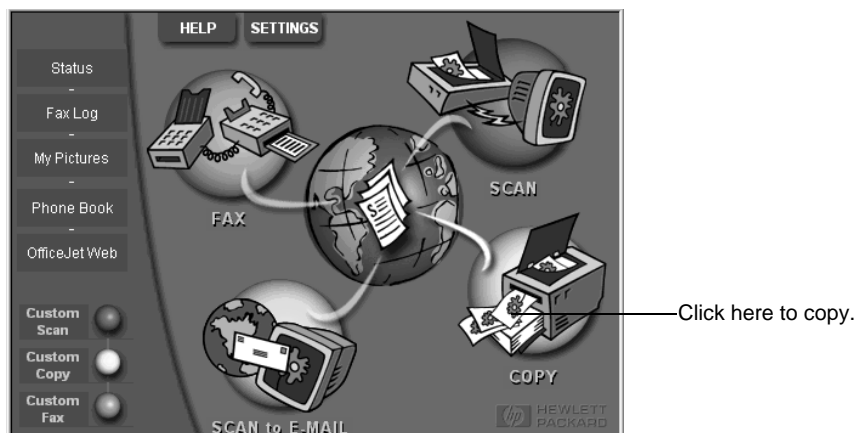
#### Initiate the process from your PC

Follow these steps to start a copy job from your PC.

- 1 Load the input tray with the appropriate paper.  
For more information, see "Load paper or transparency film, or load originals."
- 2 Load your original.  
For more information, see "Load originals on the glass" or "Load originals in the automatic document feeder (ADF)."

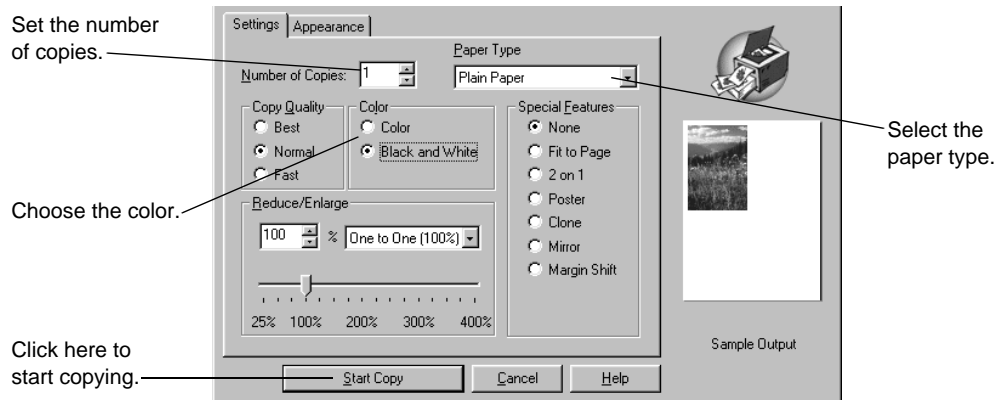


**3** In the Director, click **Copy**.



The Copy dialog box appears, with the Settings tab visible.

**4** Change any other applicable settings, such as reduction, enlargement, or special features.



**5** Click **Start Copy**.

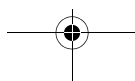
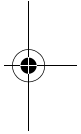
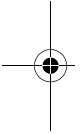
## Stop copying

You can stop a copy job from your unit or your PC. To do so, choose one of the following:

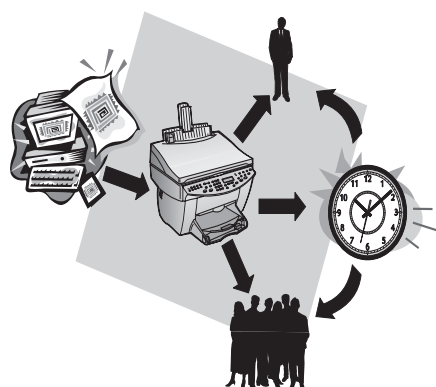
- On the front panel, press **Cancel**.
- In the status window of your PC, click **Cancel**.



*HP OfficeJet G Series*



## Use the fax features



Using your HP OfficeJet (fax model only), you can:

- Send and receive paper faxes, and send PC faxes. A PC fax is a file that you send from your PC.
- Fax documents from the automatic document feeder (ADF) or from the glass.
- Send and receive color faxes. If you send a color fax and your HP OfficeJet determines that the recipient has a black-and-white fax unit, your HP OfficeJet will interrupt the send process and resend the fax in black and white.

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

### Enable fax confirmation

Your HP OfficeJet is set to print a report only if there is a problem with sending or receiving a fax. A confirmation message that indicates whether a fax was successfully sent appears briefly on the front-panel display after each fax. If you need printed confirmation that your faxes are successfully sent, follow these instructions *before* sending any faxes.

#### To do this using the front panel

- 1 Press **Menu**.
- 2 Press **3**, and then press **6**.

*HP OfficeJet G Series*

- 3 After **1. Automatic Reports Setup** appears, press **ENTER**.
- 4 Press **► (>)** until **Print Report Send Only** appears.
- 5 Press **ENTER** to select it.

**To do this using the PC**

- 1 In the Director, click **Settings**, and then choose **Fax Settings**.  
The Fax Settings dialog box appears, with the Reporting tab visible.
- 2 In the **Automatic Report Printing** list, choose **After a fax send**, and then click **OK**.

**Send a fax**

Your HP OfficeJet lets you send a fax in a variety of configurations. These include:

- Send a paper fax (using the front panel or PC).
- Send a paper fax with a PC-generated cover page (using the PC).
- Send a PC file with or without a cover page (using the PC).
- Send a PC-generated cover page as a single-page fax (using the PC).

**Initiate the process from your HP OfficeJet**

Follow these steps to use your HP OfficeJet to fax an item from the ADF or glass.

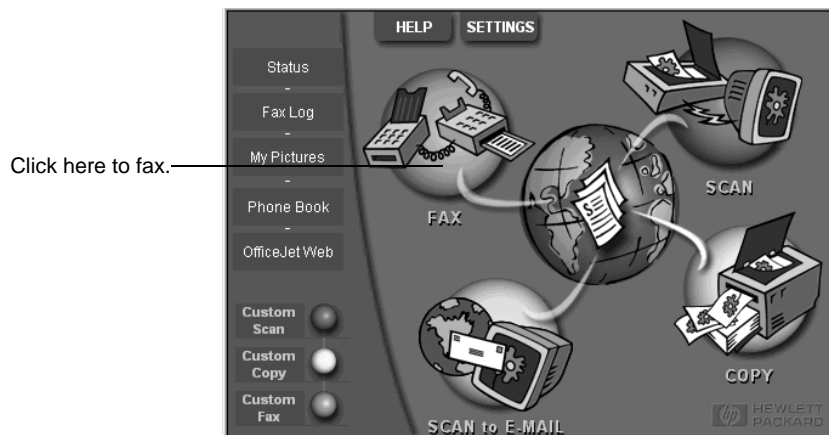
- 1 Load your original.  
For more information, see “Load originals on the glass” or “Load originals in the automatic document feeder (ADF).”
- 2 To adjust resolution, press **Resolution** to scroll through the options, and then press **ENTER**.
- 3 Enter the fax number or speed-dial code.
  - To enter a regular number, dial the fax number on the keypad. Enter all the numbers you would enter if you were dialing the number from a phone.
  - To use an individual or group speed-dial code, press **Speed Dial** and enter the code. If it is one of the first 10 speed dials, you can also just press the corresponding button on the one-touch pad located on the left side of the front panel. For more information, see “Set up speed dialing.”
- 4 Press **Start Fax**, **Black** or **Color**.

**Initiate the process from your PC**

This section describes the way to initiate a fax from your PC using the Director. For information on sending a fax from a specific software program, see “Initiate the process from within a program.”

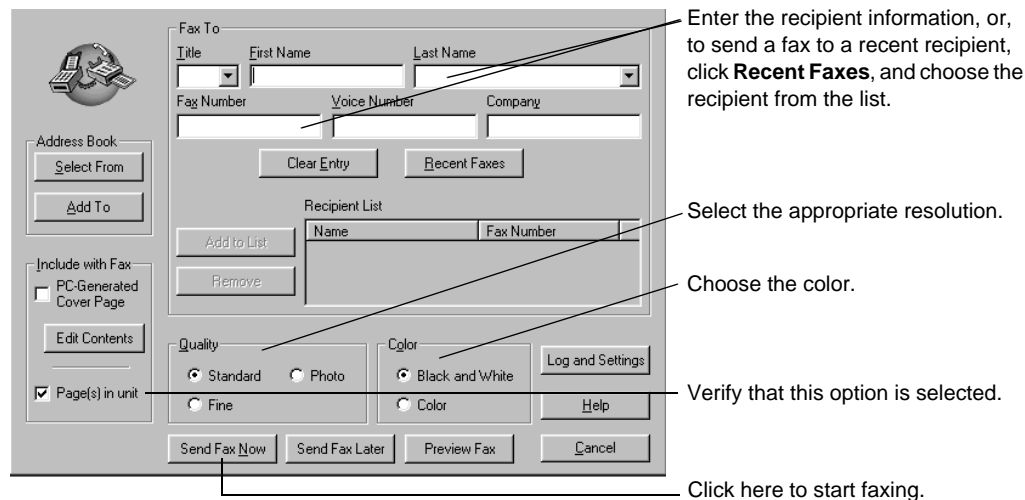
- 1 Load your original.  
For more information, see “Load originals on the glass” or “Load originals in the automatic document feeder (ADF).”

**2** In the Director, click **Fax**.



**3** In the **Send Fax** dialog box, enter the fax number (or select one from the address book or **Recent Faxes** list) and other recipient information.

For more information, see "Save frequently used fax numbers."



**4** Click **Send Fax Now**.

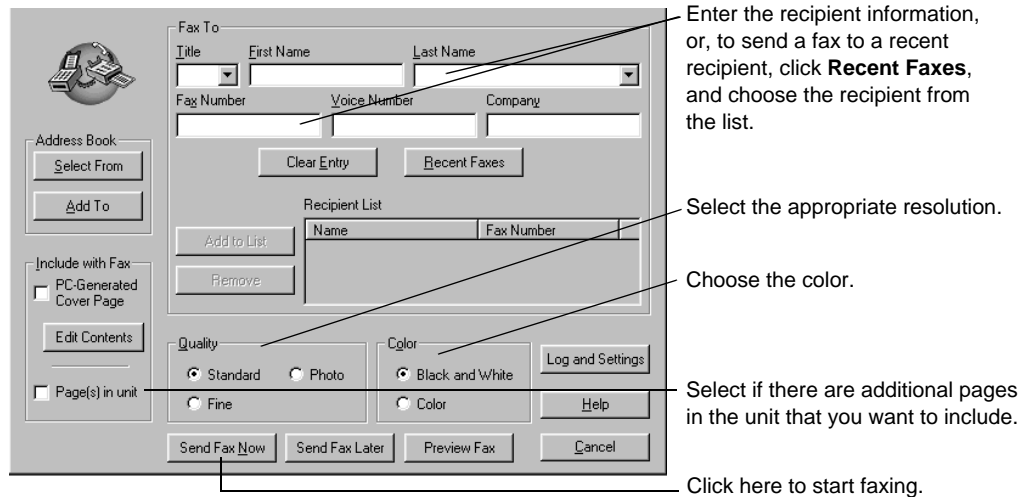
### HP OfficeJet G Series

## Initiate the process from within a program

You can fax directly from other software programs such as word processing or spreadsheet programs.

- 1 Open the file that you want to fax.
- 2 From your program's **File** menu, choose **Print**.
- 3 In the **Print** dialog box, select **HP OfficeJet G Series Fax** as the printer, and click **Print**.
- 4 In the **Send Fax** dialog box, enter a name and fax number (or select from the address book or **Recent Faxes** list) and other recipient information.

For more information, see "Save frequently used fax numbers."



- 5 Click **Send Fax Now**.

## Receive a fax

Depending on how you set up your HP OfficeJet, you will either receive faxes automatically or manually. For more information, see “Set the answer mode.”

Your HP OfficeJet is automatically set to print received faxes. If you receive a legal-size fax and your HP OfficeJet is not currently set to use legal-size paper, the unit automatically reduces the fax so that it fits on the paper that is loaded.

### Receive a fax manually

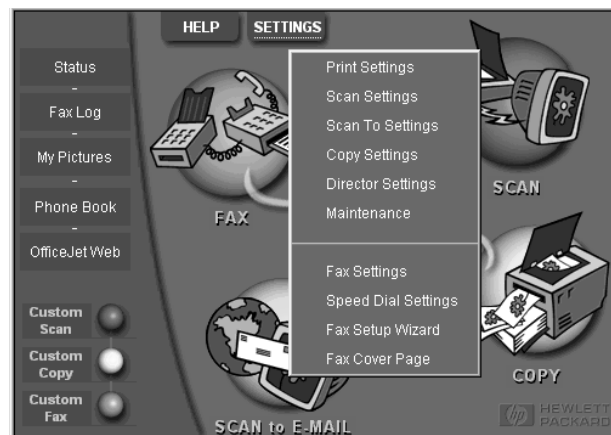
Before manually receiving a fax to your HP OfficeJet, we recommend that you remove any originals from the ADF so that they are not accidentally processed.

#### To do this using the front panel

- 1 Verify that **Auto Answer** is turned *off*.  
The light next to Auto Answer is off when the feature is disabled. Press the Auto Answer button to turn it on or off.
- 2 When your HP OfficeJet rings, pick up the handset of a telephone that is on the same telephone line as your HP OfficeJet.
- 3 If you hear fax tones, press **Start Fax, Black** or **Color**, or, if you are receiving from an extension phone (on the same telephone line as your HP OfficeJet, but not connected directly to it), press **1 2 3** on your phone.
- 4 After you are finished, hang up the telephone.

#### To do this using the PC

- 1 In the Director, click **Settings**, and then choose **Fax Settings**.

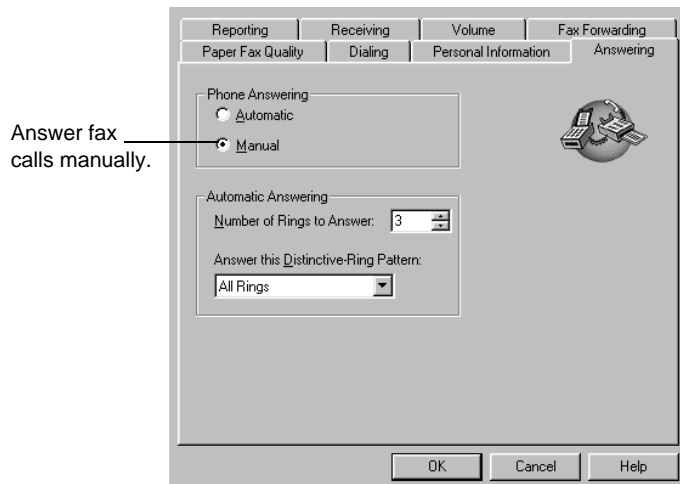


The Fax Settings dialog box appears, with the Reporting tab visible.

- 2 Click the **Answering** tab.

### HP OfficeJet G Series

- 3 In the **Phone answering** area, select **Manual**.



- 4 After you are finished, click **OK**.
- 5 When your HP OfficeJet rings, pick up the handset of a telephone that is on the same telephone line as your HP OfficeJet.
- 6 If you hear fax tones, press **Start Fax, Black** or **Color**, or, if you are receiving from an extension phone (on the same telephone line as your HP OfficeJet, but not connected directly to it), press **1 2 3** on your phone.
- 7 After you are finished, hang up the telephone.

## Save frequently used fax numbers

There are two ways of storing fax numbers that you use frequently. You can assign codes that can be used in speed dialing from the front panel, and you can save numbers in the address book for use with the software.

For information on setting up speed dialing, see "Save frequently used fax numbers" in the Onscreen Guide.



## Support services and warranty

This section explains the service and warranty information provided by Hewlett-Packard.

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

### Use Hewlett-Packard's support services

If you are unable to find the answer you need in the printed or online documentation supplied with your product, you can contact one of the HP support services listed in the following pages. Some support services are available only in the U.S. and Canada, while others are available in many countries worldwide. If a support service number is not listed for your country, contact your nearest authorized HP dealer for help.

#### Internet

If you have Internet access, you can get help from the HP Web site at:

[www.hp.com/go/all-in-one](http://www.hp.com/go/all-in-one)

Here you can find technical support, supplies and ordering information, project tips, and enhancement recommendations to help you get the most from your unit.

#### HP Customer Support

Software programs from other companies may be included with your HP OfficeJet. If you experience problems with any of those programs, you will receive the best technical assistance by calling the experts at that company.

If you need to contact HP Customer Support, do the following before you call.

**1** Make sure that:

- a** Your unit is plugged in and turned on.
- b** The specified print cartridges are installed correctly.
- c** The recommended paper is properly loaded in the input tray.

**2** Reset your unit by turning it off and then on again, using the **ON** button located on the unit's front panel.

**3** For more information, check the HP Web site.

**4** If you are still experiencing problems and need to speak with an HP Customer Support Representative:

- Have your serial number and service ID ready. To display your service ID, on the front panel, press **ENTER** and **Start Copy, Color** at the same time, until **SERV ID:** and the number appear in the front-panel display.
- Print a test page.
- Make a color copy.
- Be prepared to describe your problem in detail.

**5** Call HP Customer Support. Be near your unit when you call.

#### *Call in the U.S. during warranty*

Call (208) 323-2551 Monday through Friday from 6:00 A.M. to 10:00 P.M. Mountain Standard Time (MST) and Saturdays from 9:00 A.M. to 4:00 P.M. MST. This service is free during the warranty period; however, your standard long-distance phone charges still apply.

#### *Call in the U.S. post-warranty*

If your product is not under warranty, you can call (800) 999-1148. A per-call, out-of-warranty support fee will be charged to your credit card. You can also call (900) 555-1500 (\$2.50 per minute) from 6:00 A.M. to 10:00 P.M. MST and Saturdays from 9:00 A.M. to 4:00 P.M. MST. Charges begin only when you are connected with a support technician. (Prices and hours are subject to change without notice.)

## HP OfficeJet G Series

### Call elsewhere in the world

The numbers listed below are current as of the printing date of this guide. For a list of current international HP Support Service numbers, visit this address:

[www.officejet-support.com](http://www.officejet-support.com)

For Korea, you can also visit this address:

[www.hp.co.kr/](http://www.hp.co.kr/)

You can call the HP support center in the following countries. If your country is not listed, contact your local dealer or nearest HP Sales and Support Office to find out how to obtain services.

Support service is free during the warranty period; however, your standard long-distance phone charges will apply. In some cases, a flat fee per single incident will also apply.

| Country                                | HP Technical Support | Country              | HP Technical Support |
|--|----------------------|----------------------|----------------------|
| U.S. during warranty                   | (208) 323-2551       | Italy                | 022-641-0350         |
| U.S. post-warranty (per-call charge)   | (800) 999-1148       | Korea                | 82-2)3270-0700       |
| U.S. post-warranty (per-minute charge) | (900) 555-1500       | Malaysia             | 03-2952566           |
| Argentina                              | 541 14 778-8380      | Mexico               | 01-800-472-6684      |
| Australia                              | +61-3-8877-8000      | Netherlands          | 020-606-8751         |
| Austria                                | 0660-6386            | New Zealand          | (09) 356 6640        |
| Belgium (Dutch)                        | 02-626-8806          | Norway               | 22-11-6299           |
| Belgium (French)                       | 02-626-8807          | Philippines          | 632-867-3551         |
| Brazil                                 | 55-11-829-6612       | Poland               | 022-375065           |
| Canada during warranty                 | (905) 206-4663       | Portugal             | 01-3180065           |
| Canada post-warranty (per-call charge) | 1-877-621-4722       | Russia               | 095-9235001          |
| Chile                                  | 800-360-999          | Saudi Arabia         | +41-22-7807111       |
| Czech Republic                         | 420 2 61307 310      | Singapore            | 2725300              |
| Denmark                                | 39-29-4099           | South Africa (RSA)   | 011-8061030          |
| Europe (English)                       | +44-171-512-5202     | Spain                | 902-321-123          |
| Finland                                | 02-03-47-288         | Sweden               | 08-619-2170          |
| France                                 | 01-43-623-434        | Switzerland (French) | 084-880-1111         |
| Germany                                | 0180-525-8143        | Switzerland (German) | 084-880-1111         |
| Greece                                 | 01-6896411           | Taiwan               | 886-2-2717-0055      |
| Hong Kong                              | 800-96-7729          | Thailand             | 662-661-4011         |
| Hungary                                | 01-2524505           | Turkey               | 01-2245925           |
| India                                  | 91-11-682-6035       | United Kingdom       | 0171-512-5202        |
| Indonesia                              | 62-21-350-3408       | Venezuela            | 800-47-888           |
| Ireland                                | 01-662-5525          | Venezuela (Caracas)  | 207-8488             |
| Israel                                 | 09-9524848           | Vietnam              | 84-8-823-4530        |

### HP Distribution Center

To order HP OfficeJet software, a copy of the printed Basic Guide, a Setup Poster, or other customer-replaceable parts, call the appropriate number.

- In the U.S. or Canada, dial (888) HP DISKS (473-4757).
- In Europe, dial +49 180 5 290220 (Germany) or +44 870 606 9081 (U.K.).

To order HP OfficeJet software, call the phone number for your country.

| Region                | Number for ordering       |
|-----------------------|---------------------------|
| U.S.                  | (888) HP DISKS (473-4757) |
| Argentina             | 541 14 778-8380           |
| Asia                  | 65 740 4477               |
| Australia/New Zealand | 61 3 8877 8000            |
| Brazil                | 55-11-829-6612            |
| Chile                 | 800 360999                |
| Europe                | +49 180 5 290220          |
| Europe                | +44 870 606 9081          |
| South Africa          | +27 (0)11 8061030         |
| Mexico                | 01 800 4726684            |
| Venezuela             | 800 47 888                |
| Venezuela (Caracas)   | 207 8488                  |

## Hewlett-Packard limited warranty

The following apply to your unit:

- Duration of Limited Warranty (Hardware): 1 Year
- Duration of Limited Warranty (Software): 90 Days
- Duration of Limited Warranty (Print Cartridges): 90 Days
- Hewlett-Packard (HP) warrants to the end-user customer that HP products will be free from defects in materials and workmanship, for a specified time after the date of purchase by the customer. The duration of this limited warranty is stated earlier. Additional conditions and limitations include:

HP does not warrant the operation of any product to be uninterrupted or error-free.

- HP's limited warranty covers only those defects which arise as a result of normal use of the product, and do not apply to any:
  - a Improper or inadequate maintenance;
  - b Unauthorized modification or misuse;
  - c Operation outside the product's environmental specifications, including duty cycle abuse or use of a mechanical switchbox without a designated surge protector;
  - d Use of non-supported printing media; or
  - e Improper site preparation or maintenance.
- For HP OfficeJet products, the use of a non-HP or refilled print cartridge does not affect either the warranty to the customer or any HP support contract with the customer; print cartridge includes ink cartridges. However, if HP OfficeJet failure or damage is attributable to the use of a non-HP or refilled print cartridge, HP will charge its standard time and materials charges to service the HP OfficeJet for the particular failure or damage.
- If any print cartridge product proves defective during the applicable warranty period, and if the cartridge is covered by HP's warranty, the customer shall return the product for replacement.
- If HP receives, during the applicable warranty period, notice of a defect in hardware product that is covered by HP's warranty, HP shall either repair or replace the product, at its option. Any replacement product may be either new or like-new, provided that it has functionality at least equal to that of the product being replaced.
- If HP is unable to repair or replace, as applicable, a defective product which is covered by HP's warranty, HP shall, within a reasonable time after being notified of the defect, refund the purchase price for the product, provided the customer returns the product.
- Your warranty is valid in any country where this product is distributed by Hewlett-Packard. Contracts for additional warranty services, such as on-site service, are available from any authorized HP service facility in countries where this product is distributed by HP or by an authorized importer.
- This Limited Warranty Statement gives the customer specific legal rights. The customer may also have other rights which vary from state to state in the United States, from province to province in Canada, and from country to country elsewhere in the world.

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- HP warrants that this HP Product will be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000, including leap year calculations, when used in accordance with the Product documentation provided by HP (including any instructions for installing patches or upgrades), provided that all other products (for example, hardware, software, firmware) used in combination with such HP Product(s) properly exchange date data with it. The duration of the Year 2000 warranty extends through January 31, 2001.

### Express service

To obtain HP express repair service, the customer must contact an HP service office or customer support center for basic troubleshooting first.

If a customer's unit needs a minor part replacement and these parts can normally be replaced by the customer, the customer-replaceable components may be serviced through expedited part shipment. In this event, HP will prepay shipping charges, duty and taxes; provide telephone assistance on replacement of the component; and pay shipping charges, duty, and taxes for any part that HP asks to be returned.

For some repairs, the HP Customer Support Center may direct customers to designated Authorized Service Providers who are certified by HP to service the unit.

If you need to return your unit to HP for repair, HP expedites the repair of your unit by using an express delivery service to speed the return of the repaired or exchanged unit.

### Limitations of warranty

- NEITHER HP NOR ANY OF ITS THIRD-PARTY SUPPLIERS MAKES ANY OTHER WARRANTY OF ANY KIND, WHETHER EXPRESS OR IMPLIED, WITH RESPECT TO ITS PRODUCTS. HP AND ITS THIRD-PARTY SUPPLIERS SPECIFICALLY DISCLAIM THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- To the extent that this Limited Warranty Statement is inconsistent with the law of the locality where the customer uses the HP product, this Limited Warranty Statement shall be deemed modified to be consistent with such local law. Under such local law, certain limitations of this Limited Warranty Statement may not apply to the customer. For example, some states in the United States, as well as some governments outside the United States (including provinces in Canada) may:
  - a Preclude the disclaimers and limitations in this Warranty Statement from limiting the statutory rights of a consumer (for example, Australia, New Zealand, and the United Kingdom);
  - b Otherwise restrict the ability of a manufacturer to make such disclaimers or impose such limitations; or
  - c Grant the customer additional warranty rights, specify the duration of implied warranties which the manufacturer cannot disclaim, or not allow limitations on how long an implied warranty lasts.
- To the extent allowed by local law, the remedies provided in this Warranty Statement are the customer's sole and exclusive remedies.

### Limitations of liability

Except for the obligations specifically set forth in this warranty statement, in no event shall HP be liable for any direct, indirect, special, incidental, or consequential damages, whether based on contract, tort, or any other legal theory and whether advised of the possibility of such damages.

### HP year 2000 (Y2K) warranty

Subject to all of the terms and limitations of the HP Limited Warranty Statement provided with this HP Product, HP warrants that this HP Product will be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000, including leap year calculations, when used in accordance with the Product documentation provided by HP (including any instructions for installing patches or upgrades), provided that all other products (e.g., hardware, software, firmware) used in combination with such HP Product(s) properly exchange date data with it. The duration of the Year 2000 warranty extends through January 31, 2001.

### Warranty upgrades

Extended warranties and service option upgrades may be obtained through your local HP authorized dealer or HP service centers.

In the U.S. and Canada, extended warranties may also be obtained by calling HP at 1-800-446-0522.

## Technical information

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

### Power specifications

- Power consumption: 50W maximum
- Source (Input) Voltage: 100 to 240 VAC\*, grounded
- Input Frequency: 50 to 60 Hz
- Current: 1A maximum

\* Figures are based on using the AC adapter that came with your unit (HP part number 0950-2880).

### Regulatory information

The following sections describe product requirements from various regulatory agencies.

#### Notice to users of the U.S. telephone network: FCC requirements

This equipment complies with FCC rules, Part 68. On this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalent Number (REN) for this equipment. If requested, provide this information to your telephone company.

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. This equipment connects to the telephone network through the following standard network interface jack: USOC RJ-11C.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. Too many devices on one line may result in failure to ring in response to an incoming call. In most, but not all, areas the sum of the RENs of all devices should not exceed five (5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

If this equipment causes harm to the telephone network, your telephone company may discontinue your service temporarily. If possible, they will notify you in advance. If advance notice is not practical, you will be notified as soon as possible. You will also be advised of your right to file a complaint with the FCC. Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the proper operation of your equipment. If they do, you will be given advance notice so you will have the opportunity to maintain uninterrupted service.

If you experience trouble with this equipment, please contact the manufacturer, or look elsewhere in this manual, for warranty or repair information. Your telephone company may ask you to disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs. Contact your state's public utility commission, public service commission, or corporation commission for more information.

This equipment includes automatic dialing capability. When programming and/or making test calls to emergency numbers:

- Remain on the line and explain to the dispatcher the reason for the call.
- Perform such activities in the off-peak hours, such as early morning or late evening.

**NOTICE:** The FCC hearing aid compatibility rules for telephones are not applicable to this equipment.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of transmission, the date and time it is sent and

## HP OfficeJet G Series

an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.) In order to program this information into your fax machine, you should complete the steps described in the software.

## Regulatory notices

The following sections are statements from various regulatory agencies.

### FCC statement

The United States Federal Communications Commission (in 47 CFR 15.105) has specified that the following notice be brought to the attention of users of this product.

**Declaration of Conformity:** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Class B limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy, and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is not guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna.
- Increase the separate between the equipment and the receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Product Regulations Manager, Hewlett-Packard Company, San Diego, 619-655-4100.

The user may find the following booklet prepared by the Federal Communications Commission helpful: *How to Identify and Resolve Radio-TV Interference Problems*. This booklet is available from the U.S. Government Printing Office, Washington DC, 20402. Stock No. 004-000-00345-4.

### CAUTION

Pursuant to Part 15.21 of the FCC Rules, any changes or modifications to this equipment not expressly approved by the Hewlett-Packard Company, may cause harmful interference and void the FCC authorization to operate this equipment.

### DOC statement (Canada)

Le present appareil numerique n'emet pas de bruits radioelectriques depassant les limites applicables aux appareils numeriques de la class B prescrites dans le Reglement sur le brouillage radioelectrique edicte par le ministre des Communications du Canada.

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

### Notice to users of the Canadian telephone network

The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

**CAUTION**

Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

**Notice:** The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

The REN for this product is 1.4B, based on FCC Part 68 test results.

**Notice to users of the European telephone network (CTR21)**

**C E 0560 X**

This equipment has been approved in accordance with Council Directive 98/482/EC for Pan-European single-terminal connection to the public-switched telephone net-work (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network termination point.

In the event of problems, you should contact your equipment supplier in the first instance.

**Network compatibility Declaration of Conformity**

This equipment is designed to work with telephone net-works in all European Union countries plus Switzerland and Norway. Network compatibility depends on customer selected settings, which must be reset to use the equipment on a telephone network in a country other than where the product was purchased. Contact the vendor or Hewlett-Packard Company if additional product support is necessary.

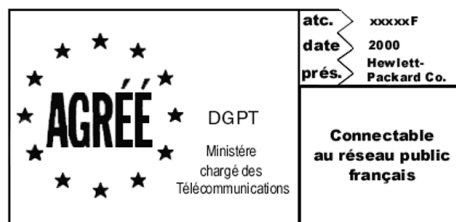
This equipment comes with a telephone connector specific to the country where it was purchased.

**Telecommunications general approval (UK)**

Pursuant to Section 22 of Telecommunications Act of 1984, this product is approved for secondary attachment to approved primary attachment devices connected to the telecommunications network under the General Approval (NS/G/1234/5/100003).

**Notice to users of the Irish telephone network**

This equipment is designed for DTMF tone dialing and loop disconnect dialing. In the unlikely event of problems with loop disconnect dialing, it is recommended to use this equipment only with the DTMF tone dial setting.

**Notice to users of the French telephone network**

Décision ART n° xxxxF en date du xx/xx/1999

Adresse: Autorité de régulation des télécommunications, 7 square Max-Hymans, 75730 Paris Cedex 15

Internet: [www.art-telecom.fr](http://www.art-telecom.fr); Mél: [courrier@art-telecom.fr](mailto:courrier@art-telecom.fr)

## HP OfficeJet G Series

### Notice to users of the German telephone network

The HP OfficeJet G Series products (G85, G85xi, and G95) are designed to connect only to the analogue public-switched telephone network (PSTN). Please connect the TAE N telephone connector plug, provided with the HP OfficeJet G Series, into the wall socket (TAE 6) code N. The HP OfficeJet G Series products can be used as a single device and/or in combination (in serial connection) with other approved terminal equipment.

### Geräuschemission

LpA < 70 dB  
am Arbeitsplatz  
im Normalbetrieb  
nach DIN 45635 T. 19

### For non-European customers

**This product is approved for use only in the country in which it was purchased.** Local country laws may prohibit the use of this product outside the country of purchase. It is strictly forbidden by law in virtually every country to connect nonapproved telecommunications equipment (fax machines) to public telephone networks.

### VCCI-2 (Japan)

この装置は、情報処理装置等電波障害自主規制協議会（VCCI）の基準に基づくクラスB情報技術装置です。この装置は、家庭環境で使用することを目的としていますが、この装置がラジオやテレビジョン受信機に近接して使用されると受信障害を引き起こすことがあります。  
取り扱い説明書に従って正しい取り扱いをして下さい。

### Notice to users of the Korean telephone network

사용자 안내문 (8급 기기)

이 기기는 비업무용으로 전자파장애검정을 받은 기기로서, 주거지역은 물론 모든 지역에서 사용할 수 있습니다.

### Notice to users of the New Zealand telephone network

- 1 This equipment shall not be set to make automatic calls to the Telecom '111' Emergency Service.
- 2 This equipment should not be used under any circumstances which may constitute a nuisance to other Telecom customers.
- 3 A Telepermit for any terminal equipment indicates only that Telecom accepts that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it does not assure that any item will work correctly with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.
- 4 The decadic (or pulse) dialing on this device is unsuitable for use on the telecom network in New Zealand.
- 5 Not all telephones will respond to incoming ringing when connected to the extension socket.
- 6 When using the remote fax-receive feature by pressing 1-2-3, the tones generated by the telephones must be at least 65 milliseconds in duration or greater.



## Declaration of Conformity

According to ISO/IEC Guide 22 and EN 45014

**Manufacturer's Name and Address:**

Hewlett-Packard Company, 16399 West Bernardo Drive, San Diego, CA 92127-1899, USA

**declares that the product**

Product Name: OfficeJet G55, G55xi, G85, G85xi, G95  
Model Number(s): C67xxA, where x=34, 35, 36, 37, 38, 39, and 40  
Product Options: None  
Note: See Declaration of Similarity for product descriptions.

**conforms to the following Product Specifications:**

Safety: EN60950:1992 +A1, A2, A3, A4, and A11  
IEC60950: 1991 +A1, A2, A3, and A4  
UL1950, 3rd Edn: 1995  
CSA22.2 No. 950 3rd Edn: 1995  
NOM-019-SCFI-1993  
IEC 825-1:1993 / EN 60825-1:1994 +A11 Class 1

**EMC:**

CISPR22:1993, +A1 and A2 / EN 55022:1994, +A1 and A2 - Class B\*  
EN50082-1:1997  
IEC 61000-4-2:1995 – 4kV CD, 8kV AD  
IEC 61000-4-3:1995 – 3V/m  
IEC 61000-4-4:1995 – 1kV Pwr Line  
IEC 61000-4-5:1995  
IEC 61000-4-6:1996  
IEC 61000-4-8:1993  
IEC 61000-4-11:1994  
IEC 1000-3-2:1995 / EN61000-3-2:1995  
IEC 1000-3-3:1994 / EN61000-3-3:1995  
  
AS / NZS 3548:1992  
Taiwan CNS13438  
FCC Part 15 – Class B / ICES-003, Issue 2 / VCCI-2

**Supplementary Information:**

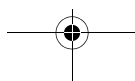
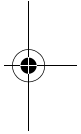
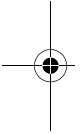
The Product herewith complies with the requirements of the Low Voltage Directive 73/23/EEC and EMC Directive 89/336/EEC, and carries the CE marking accordingly.

European Contact: Your local Hewlett-Packard Sales and Service Office or Hewlett-Packard GmbH.  
Department HQ-TRE, Herrenberger Strasse 130, D-71034 Böblingen (FAX + 49-7031-14-3143)

\* The product was tested in a typical configuration with Hewlett-Packard Vectra Personal Computer Systems



*HP OfficeJet G Series*



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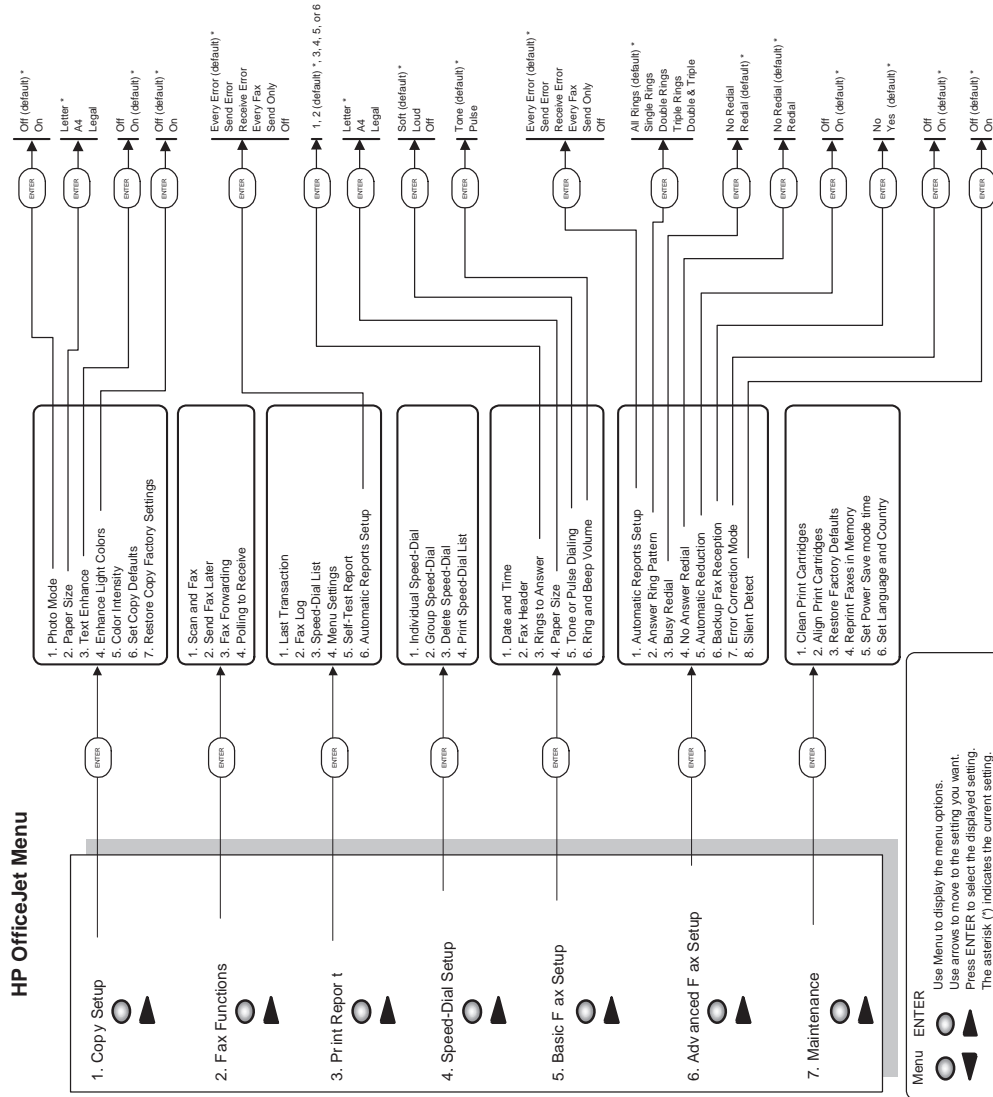
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